



Falmouth & Exeter
Students' Union

FXU President UCF – Job Description

Position:	FXU Sabbatical and Trustee
Job Title:	FXU President UCF
Elected:	By cross campus ballot of all UCF students
Term of Office:	13 Months commencing 1 st July 2011 to 31 st July 2012
Accountable to:	The Student Body via the FXU Student Council

KEY AREAS OF RESPONSIBILITY and DUTIES:

Governance

- a) To be a trustee of FXU, and as such, to take (collective) responsibility for the effective operation of the organisation, making informed decisions for the benefit of students and FXU (as an organisation)
- b) Carry out any other duties which are reasonably within the scope of the role; or as set out in the Memorandum of Understanding / Constitution & Bye-laws*; or as mandated by the FXU Board or Student Council
- c) To support and be a member of FXU committees ,as required
- d) Ensure that FXU policies and procedures are adhered to at all times, and where necessary, contribute to the amendment or development of a policy

Representation

- e) To represent students of University College Falmouth – within institutional committees and areas, including the UCF Board of Governors
- f) Attend meetings and undertake specific tasks and duties in order to represent students
- g) To seek student opinion on matters of interest and/or importance to them
- h) To inform students of any issues / activities / plans, etc that may be of importance or interest to them, particularly those which may affect their experience as a student
- i) To be aware of, and involved in, current and future developments of UCF, representing students' views as appropriate, and supporting a positive relationship with FXU
- j) Represent students in the local and wider community, maintaining good communications and positive relationships by conducting yourself appropriately as a public representative of students and FXU
- k) To support and/or represent students in any situation that may arise
- l) Communicate with, and seek the opinions of, students, in order to represent them effectively
- m) Attend UCF student course rep meetings and follow up issues that may arise
- n) Maintain an awareness and knowledge of issues affecting students – on campus, locally, regionally and nationally

Services

- o) To work closely with the FXU President UECC and FXU President Welfare to deliver representation and services, notably freshers' activities and the annual end of year garden

party, and to ensure equity (as far as is possible) for all students across the combined population

- p) To work alongside the FXU General Manager and staff team to ensure that services and operations run effectively, and where appropriate, to develop existing and new services for students
- q) Liaise with staff across UCF to ensure academic and related services are student-centred, accessible and effective
- r) Ensure students at Woodlane are appropriately catered for, and sit on the management committee for Woodlane Bar

Other

- s) Jointly design, plan, organise, co-ordinate and deliver a programme of events and activities for students during the Freshers period. This should include evening and daytime events, enrolments, inductions, moving-in, etc.
- t) Jointly design, plan and deliver a communication strategy to support all areas of FXU
- u) In collaboration with other Sabbaticals, Exec Officers, FXU Staff, etc organise other FXU activities and events throughout the academic year, such as awareness-raising events and elections.
- v) Carry out health & safety risk assessments in relation to all activities and events planned. Also, to ensure that all considerations have been made to ensure the safe and effective operation of all activities, events, etc, including (but not limited to) financial controls and budgeting; promotion and publicity; information and communication; etc.
- w) Maintain regular communication, and develop good relationships with NUS and colleagues in other Students' Unions
- x) Respond appropriately to NUS national campaigns, etc
- y) Attend NUS (and other) training and conferences appropriate to the position
- z) Maintain relationships with academic colleagues and departments in order to understand academic processes, demands, etc and to keep other FXU colleagues and students informed appropriately
- aa) Promote and encourage positive student involvement in all areas of FXU activities
- bb) Jointly co-ordinate and support the FXU Executive team and their corresponding activities through monthly Exec meetings and meeting officers individually as required
- cc) Attend all relevant scheduled meetings and represent students in this way. Regular meetings to be attended include:
 - o FXU Board
 - o FXU MT
 - o FXU Executive Meetings
 - o FXU Student Council
 - o FXU AGM
 - o UCF Board of Governors
 - o UCF Academic Board
 - o UCF Learning, Teaching and Access Committee
 - o UCF Brand Strategy
 - o UCF Annual Strategic Review Committee
 - o TCS Board (as invited)
 - o PACT – Falmouth & Penryn
 - o Others identified as appropriate and required

General

- 1) To produce end of year reports - an individual report and jointly, an annual trustees end of year report
- 2) To deliver a comprehensive handover to your successor

*NB: At time of writing FXU is governed by its Memorandum of Understanding, but during the time of office of this post, FXU will register with the Charities Commission and a new Constitution with accompanying bye-laws, will supersede this document.